

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING MINUTES
August 20, 2019**

The meeting was called to order at 9:01 a.m. by the Chair, Jennifer Ellis. The agenda along with the time and place of the meeting was posted in accordance with State Law.

PRESENT:

Jennifer Ellis, Chair
Johnny Owens, Vice-Chair
Sean Fortenbaugh, Past Chair
Ed Petersen, Member
David Madigan, Member

ABSENT:

Steve Gilkeson, Asst. Secretary
Robert Morford, Secretary
Robert Kern, Asst. Secretary
Sam Firman, Member

The roll call confirmed that a quorum was present

ALSO PRESENT:

Pat Hurley, Executive Assistant
Kim McConnell, Lawton Constitution
Chris Boyd, CDBL

Chuck Wade, Attorney
Mike Brown, CDBL

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. American Eagle (Michelle Ward, General Manager) – McNally said enplanements are a little up from last month, and up from this month last year.
- b. Lawton Air Traffic Control Tower (Lee Smith) – Not present.
- c. Fort Sill Transportation (John Westbrook) – Not Present.
- d. Ft. Sill ARAC – (Paul Hafen) – No Report.

CONSENT AGENDA ITEMS:

- a. Items Removed from the Consent Agenda – Members may request items be removed from the consent agenda for separate action:
- b. Minutes - Approval of the minutes of the July 23, 2019.
- c. Monthly Financial Reports - Approval of the Director's Financial Report, Accountant's Financial Monthly Statement, Purchase Orders, Bank statements for the month.

MOTION BY PETERSEN, SECOND BY OWENS, to approve the consent agenda. AYES: Ellis, Owens, Fortenbaugh, Petersen, Madigan. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Jennifer Ellis, Committee Chair)

- A. Additional Time for Fire Station Project** – Ellis said the contractor has requested 92 weather days and 51 additional contract days due to delays with the proper permits being obtained. Ellis said the new final acceptance date of the Fire Station as October 31, 2019. After some discussion Ellis said it is the committee’s recommendation to approve the additional time.

MOTION BY THE DEVELOPMENT COMMITTEE, to approve the additional 92 weather days and 51 contract days on the ARFF Station with the final acceptance date of October 31, 2019. AYES: Fortenbaugh, Madigan, Owens, Ellis, Petersen. NAYES: None. MOTION CARRIED.

- B. Amendment for Engineering Services – AIP 35 (Marking and ARFF Construction)** – Ellis said the Marking Project budget came in under the contract amount by \$ 32,266.02. Ellis said since the ARFF project has added additional time the Engineer is request that savings be added to the Construction Observation fee of the ARFF project. Ellis said it is the committee’s recommendation to approve this request.

MOTION BY THE DEVELOPMENT COMMITTEE, to approve adding the above saving the engineering observation of the ARFF project. AYES: Madigan, Fortenbaugh, Petersen, Ellis, Owens. NAYES: None. MOTION CARRIED.

- C. Consider the Award of Contract to the low bidder** – Ellis said the bid opening for phase 1 of the terminal project was held July 31, 2019 at 2:30 p.m., there were two bids received. Ellis said the Engineers estimate was \$ 4,580,000.00, the bids received were from Herring Construction for \$ 3,866,275.00 and from Jet Commercial Construction in the amount of \$ 3,799,999.00. Ellis said after analyzing the bids and some discussion, it is the committee’s recommendation to award the contract to Jet Commercial Construction.

MOTION BY THE DEVELOPMENT COMMITTEE, to approve the low bidder Jet Construction in the amount of \$ 3,799,999.00 for phase 1 of the terminal project. AYES: Petersen, Owens, Madigan, Ellis. NAYES: None. MOTION CARRIED.

- D. Owner’s Representative Contract** – Ellis said the committee recommended entering into an Owner’s Representative Contract with CDBL for professional services, other than Federal Grant Projects, as needed. McNally said after some discussion, the attorney will draw up a contract, the terms will come back to the authority for approval.

MOTION BY THE DEVELOPMENT COMMITTEE, to approve entering into a professional service contract for projects other than Federal with the contract with fees, to be brought back to the Authority for approval.

AIRPORT DIRECTOR'S REPORT (Barbara McNally)

Director's Report-

- Fuel sales are up.
- Garver Update Provided.
- ADAGC Hangar #5 will have to have three sets of double doors, the project will be done by CDBL.
- McNally and Hurley will be working the OML conference on September 18-19, 2019 in Tulsa.

MOTION BY PETERSEN, SECOND BY OWENS, to approve the above Director's report and actions. AYES: Petersen, Owens, Morford, Ellis, Firman. ABSTAIN: Madigan. NAYES: None. MOTION CARRIED.

FINANCIAL REPORT (Barbara McNally) – - Purchase Order's to be approved:

LMAAA Operating Account - \$	72,713.54
Lawton Aviation Services	<u>22,477.11</u>
TOTAL	95,190.65

Capital Improvements Purchase Orders:

Fuel Sales transferred to LAS	\$3,923.52
LEO reimbursement	\$0.00
TSA rent transfer	2,903.54
AIP 35	821,781.28
AIP36	<u>30,450.00</u>
TOTAL	\$859,058.34

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	239,360.48
Operating Account (10375822)	-5,640.01
Imprest Fund (10704778)	2,676.76
Parking Account	26,495.10
Lawton Aviation Services	<u>172,607.54</u>
Unrestricted Accounts Balance	435,499.87

CFC Account	1,109,129.71
Passenger Facility Charges (9014251)	472,185.19
Capital Improvement Account (114030)	<u>446,326.21</u>
Restricted Accounts Balance	2,027,641.11

LMAAA Income and Expense Budget Tracking -

Incomes for the month \$424,002.62*, YTD incomes \$ 424,002.62 or 21% of the total budgeted amount of \$ 1,796,983.36.
(* includes LAS income \$270,566.13)

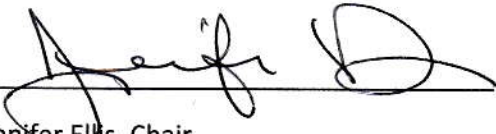
Expenses for the month \$ 244,037.59 *, YTD expenses \$ 244,037.59 or 16% of the total budgeted amount of \$ 1,611,568.00.
(* LAS expense \$ 94,552.00)

Collateralized Accounts – Currently, the FDIC insures the Authority’s accounts up to \$ 250,000.00 per account. The following are pledged dollars above the current insured amounts:
Arvest \$ 1,050,000 above the FDIC limit. City National \$ 1,200,000.00 above the FDIC limit.
These amounts are reported monthly from the Federal Reserve Bank.

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NEW BUSINESS (Jennifer Ellis)

There being no further business the meeting was adjourned.



Jennifer Ellis, Chair